

Senior Center Assistant Director

Nature of Work

This is responsible administrative and program development work involving the planning and coordination of a wide variety of recreational, therapeutic and social activities for individuals attending the Sevier County Senior Center. Activities associated with the job include developing monthly calendars of events and activities for members, obtaining the necessary materials and supplies for conducting events and activities, assisting members with special needs to find additional resources and assisting with the operation and maintenance of the center. Additional activities include recruiting volunteers to assist with special events, supervising arts and crafts activities, coordinating fund raising events, preparing reports of program participation, budgetary needs and expenditures and performing various public relations functions. The incumbent also serves as the Director of the Senior Center in the absence of the Senior Center Director. Job responsibilities require considerable experience in conducting and coordinating a variety of activities for senior citizens, considerable knowledge of adult center operations and regulations, ability to interact effectively with social service providers, creativity and excellent interpersonal, planning, decision making and organizational skills. Job performance is evaluated by the Senior Center Director through review of the effectiveness and creativity of planned activities and events, interactions with members, ability to coordinate the activities of volunteers and instructors, ability to effectively supervise Senior Center staff when necessary and accuracy and thoroughness of program records and expenditures.

Illustrative Examples of Work

- Plans, organizes and assists with conducting a variety of individual and group recreational, therapeutic and social activities for Senior Center members.
- Develops and distributes monthly calendars, newsletters and website information to promote participation in events and activities and maintains documentation of members' participation.
- Ensures the proper maintenance, upkeep and cleanliness of facilities, equipment and supplies utilized at the center.
- Attends numerous local, regional and statewide meetings pertaining to the delivery of services to the adult population.
- Supervises and assists with seasonal decorations of the Senior Center.
- Assists with preparing and submitting grant applications to subsidize operating expenditures and/or fund new initiatives.
- Provides input and assists with the preparation of the annual budget and assists with maintaining accurate financial records.
- Maintains accurate and up to date records of all center members and ensures the timely collection of all annual fees.

- Ensures the timely submission of all reports, data and documentation required by the Area Agency on Aging and Disability.
- Purchases or otherwise obtains materials and supplies for planned events and activities.
- Assists with planning and coordinating fund raising events to raise funds for supplies and materials.
- Assists with supervising and directing the activities of center arts and crafts instructors and ensures that they provide effective programs and services.
- Interacts with members one-on-one in the event they are unable and/or unwilling to participate in various activities and actively attempts to encourage and/or facilitate their involvement in planned events and activities.
- Coordinates health screenings and fitness programs for individuals attending the center.
- Develops and maintains reading, video and audio library sources for members use and facilitates a method for the organization and distribution of these resources.
- Interacts with family members and other concerned individuals to determine members' preferences for activities, discuss their emotional and physical well being, determine needed services and support, etc.
- Conducts orientations and provides assistance in the Wellness room and Computer lab.
- Recruits, interviews and selects volunteers to assist with center operations.
- Recruits community clubs, civic organizations, school groups, etc. to deliver special programs, seasonal activities and/or services for members.
- Performs various public relations activities including public speaking engagements, participation in health fairs, etc. to promote the services and programs offered by the center.
- Supervises and directs the activities of Senior Center staff in the absence of the Senior Center Director.
- Assists with state surveys and other compliance reviews and ensures the proper documentation of all activities provided for members.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with additional training in recreation, activity planning, curriculum development or closely related field; considerable experience working with the adult population and developing recreational activities; experience supervising the activities of program staff and volunteers; excellent planning, organizational and interpersonal skills; considerable knowledge of the regulations governing senior center operations; considerable knowledge of the physiological and emotional dynamics associated with the aging process; strong creativity; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of a wide variety of recreational, therapeutic and social activities designed to provide stimulation and encourage social interaction among adults.
- Considerable knowledge of social service providers in the community and region who provide assistance to the adult population.

- Considerable knowledge of community based feeding programs for the elderly and/or disabled populations.
- Considerable knowledge of volunteer groups, churches, civic organizations, etc. who provide supportive services and programs for adults.
- Considerable knowledge of the physiological and emotional dynamics of the aging process.
- Considerable knowledge of commonly used medications, medical terminology and medical procedures associated with the aging population.
- Considerable knowledge of HIPAA regulations and guidelines pertaining to the dissemination and communication of confidential medical information.
- Considerable knowledge budget preparation and monitoring practices required to ensure the proper accounting of all receipts and expenditures.
- Considerable knowledge of the federal and state rules and regulations governing the licensure and administration of adult center facilities including building codes and documentation required for provided service components.
- Considerable knowledge of supervisory practices and techniques including the selection, evaluation and discipline of staff.
- Considerable knowledge of the eligibility requirements and application procedures for energy assistance, homemaker services, commodities, etc.
- Ability to plan, organize and deliver creative and entertaining therapeutic, recreational and social activities for the elderly.
- Ability to effectively supervise and direct the activities of volunteers and support staff.
- Ability to interact effectively with residents, family members, co-workers, social service providers, local officials, volunteers, etc.
- Ability to create and maintain detailed records and supporting documentation pertaining to daily activities, special events, etc.
- Ability to determine the emotional needs of members and stimulate their involvement in group activities.
- Ability to make effective public presentations and perform various public relations functions and activities.
- Ability to recruit and obtain the commitment of community service entities to deliver and/or assist with various events and activities.
- Skill in utilizing computer hardware components and commonly utilized software programs including word processing, spreadsheet and database management applications.
- Skill in interacting with members and their families and diffusing potentially problematic situations or concerns.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License with an F endorsement and the ability to be insured at standard vehicle liability rates.
- Certification in CPR and First Aid.

Sevier County Government
 FLSA – Non - Exempt
 08/13/2012